

The examination is given the first Thursday of every Month and is at the Indiana Judicial Center located at 115 W. Washington Street, Suite 1075, in downtown Indianapolis. The next three available examination dates will be indicated in our letter notifying the applicant that he/she is qualified to take the certification examination.

The examination will begin promptly at 9:00 a.m. and will last two (2) hours. The examination format consists of Multiple Choice - 35 points; True/False - 35 points; Short Answer - 35 points; Definitions - 35 points; Essay (a choice of an adult or juvenile situation) - 12 points. The examination contains approximately an equal number of questions that apply to juvenile law, criminal sentencing and general probation matters. The questions are based on the following: Titles 5, 11, 31 & 35 of the Indiana Code, Terms used in Juvenile and Criminal law, basic knowledge of Criminal Justice.

Notes, outlines or other review may be brought with the applicant for last minute review, but will not be allowed during the exam. Beverages (e.g., coffee, tea, cola, etc), gum and candy are permitted in the examination room.

A passing score is seventy percent (70%). The score of the examination is kept confidential and is only released if the applicant fails. The results will be mailed to the applicant within two weeks following the examination. If the applicant is currently employed as a probation officer, a copy of the notification results will be mailed also to his/her chief probation officer and judge (s). No examination results will be released by telephone to anyone at any time.

Study Materials

The Indiana Judicial Center recommends studying actual statutes and neither requires nor endorses any other study materials.

Statutory materials may be found in any court law library, probation department, and law firm, including university and public libraries. You may also find it helpful to study a dictionary of commonly used legal Terms associated with criminal justice and the courts.

Study Guide References

The following citations are taken from the Indiana Code (IC) sections that should be studied for the examination. The latest supplements should be checked for changes.

Indiana Juvenile Code

IC 31-30-1-1 through IC 31-40-4-1 (1997)

Probation Officers

IC 11-13-1-1 through IC 11-13-2-5

Interstate Compact for Probation

IC 11-13-4-1 through IC 11-13-5-4

Detention of Certain Adult Probationers

IC 35-33-8-6

Entry of Judgment and Presentence Reports

IC 35-38-1-1 through IC 35-38-1-25

Probation and Home Detention

IC 35-38-2-1 through IC 35-38-2-3 and

IC 35-38-2.5-1 through IC 35-38-2.5-13

Commitment to the Department of Corrections

IC 35-38-3-1 through IC 35-38-3-6

Death Penalty

IC 35-38-6-1 through IC 35-38-6-10

Sentencing

IC 35-50-1-1 through IC 35-50-1-7

IC 35-50-2-1 through IC 35-50-2-14

IC 35-50-3-1 through IC 35-50-3-4

IC 35-50-5-1.1 through IC 35-50-5-4

Parole and Credit Time

IC 35-50-6-1 through IC 35-50-6-7

Sex Offender Registration

IC 5-2-12-1 through IC 5-2-12-14

Pleas

IC 35-35-1-1 through IC 35-35-3-7

Direct Placement in Community

Correction Programs

IC 35-38-2.6-1 through 35-38-2.6-7

Minimum Security

Release Program for Criminal Offenders

IC 11-10-8-1 through 11-10-8-9

Indiana Probation Officer Certification

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The Profession of Probation

In 1980, the Indiana General Assembly concluded that the field of probation in Indiana is a judicial function and should be under the supervision of the Board of Directors of the Judicial Conference of Indiana. Since 1981, the Board has continuously been involved in studying the possible ways in which Indiana courts could be assisted in improving the delivery of probation services.

On December 9, 1983, the Board of Directors adopted new qualifications for prospective probation officers. These qualifications became effective on July 1, 1984, and have served to enhance the quality of probation as a profession in Indiana.

The Indiana Judicial Center is the staff agency of the Judicial Conference and provides educational programming, research assistance and other services for the judges and probation departments in Indiana. The Center administers the examination for certification of prospective officers as required by the Judicial Conference qualifications.

Within this brochure, you will find all pertinent information regarding the probation officer certification process. We look forward to serving you whenever possible and we appreciate your interest in becoming certified in a very challenging profession. If you have any questions regarding the enclosed information, please do not hesitate to contact **Robert Champion** at the following address and phone number:

Indiana Judicial Center

115 W. Washington Street, Suite 1075
Indianapolis, IN 46204
(317) 232-1313

ADOPTED - DECEMBER 9, 1983

By the JUDICIAL CONFERENCE OF INDIANA
Pursuant to IC 11-13-1-1(b)

Qualifications for Probation Officers

1. A probation officer shall be at least twenty-one (21) years of age.
2. A probation officer shall be an American citizen
3. A person who submits an application to take the examination for prospective probation officers shall have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. A person may not serve as a probation officer until he or she has received a baccalaureate degree.
4. A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
5. A person shall take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer.
 - a.) A person who fails the examination shall be permitted to take the examination a second time. The second examination shall not be given until ninety (90) days after the first examination, during which time the person shall not be permitted to serve as a probation officer.
 - b.) A person who fails the examination a second time shall not be permitted to take the examination or serve as a probation officer until one year after the second examination.
6. A probation officer shall be required to attend an orientation program conducted by the Indian Judicial Center within one year from the date that the officer is employed.
7. The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only, and a trial court judge may require higher qualifications for probation officers.
8. The qualifications established by the Judicial Conference of Indiana shall be effective on July 1, 1984. The qualifications shall not apply to persons who have been certified as eligible to serve as probation officers in Indiana courts prior to July 1, 1984.

Examination Information

Any person who meets the minimum qualifications as outlined previously in this brochure may apply to take the Probation Officer Certification Examination. A person who meets these qualifications and is already serving in the position of a probation officer must take and pass the examination within six (6) months after his/her appointment according to Indiana Code § 11-13-1-1(b).

If you feel you are qualified to become a probation officer in Indiana, complete **the application** received with this brochure and return it to this office with a **\$50.00 application fee** (money order, cashier's check or certified check only). The application fee is non-refundable. **A photocopy of your state identification card or state drivers license (including a current picture) must accompany this application fee.**

Qualified applications are held on file for one year from the date of receipt in this office. Failure by an applicant to pass the examination within that year will require a new application and payment of a new application fee.

In addition to the completed application and non-refundable fee, **you must have a certified transcript sent directly from your college or university to this office for you application to be complete.** We cannot accept a transcript from the applicant. The transcript must indicate that a bachelor's degree has been conferred, or that you are enrolled in the final semester of a college program leading toward graduation with a bachelor's degree.

Upon receipt of you completed application, the \$50.00 non-refundable application fee and your college transcript, a criminal record check will be completed by the Indiana State Police. If you are found to be qualified, we will notify you of exam dates in the near future for which you may register., If you pass the exam, you will be informed by letter from the Indiana Judicial Center.

It is your responsibility to see that your application is properly completed and returned to this office with the application fee, and that your college or university sends us your certified transcript. The completed application, \$50.00 application fee, state photo and certified transcript must be received 3 weeks in advance of a scheduled examination date to allow sufficient time for processing.